


The recommended browser is Chrome.



**Inspections--
Building Permits**

Click link to view video: [Requesting Inspections](#)

06/2021

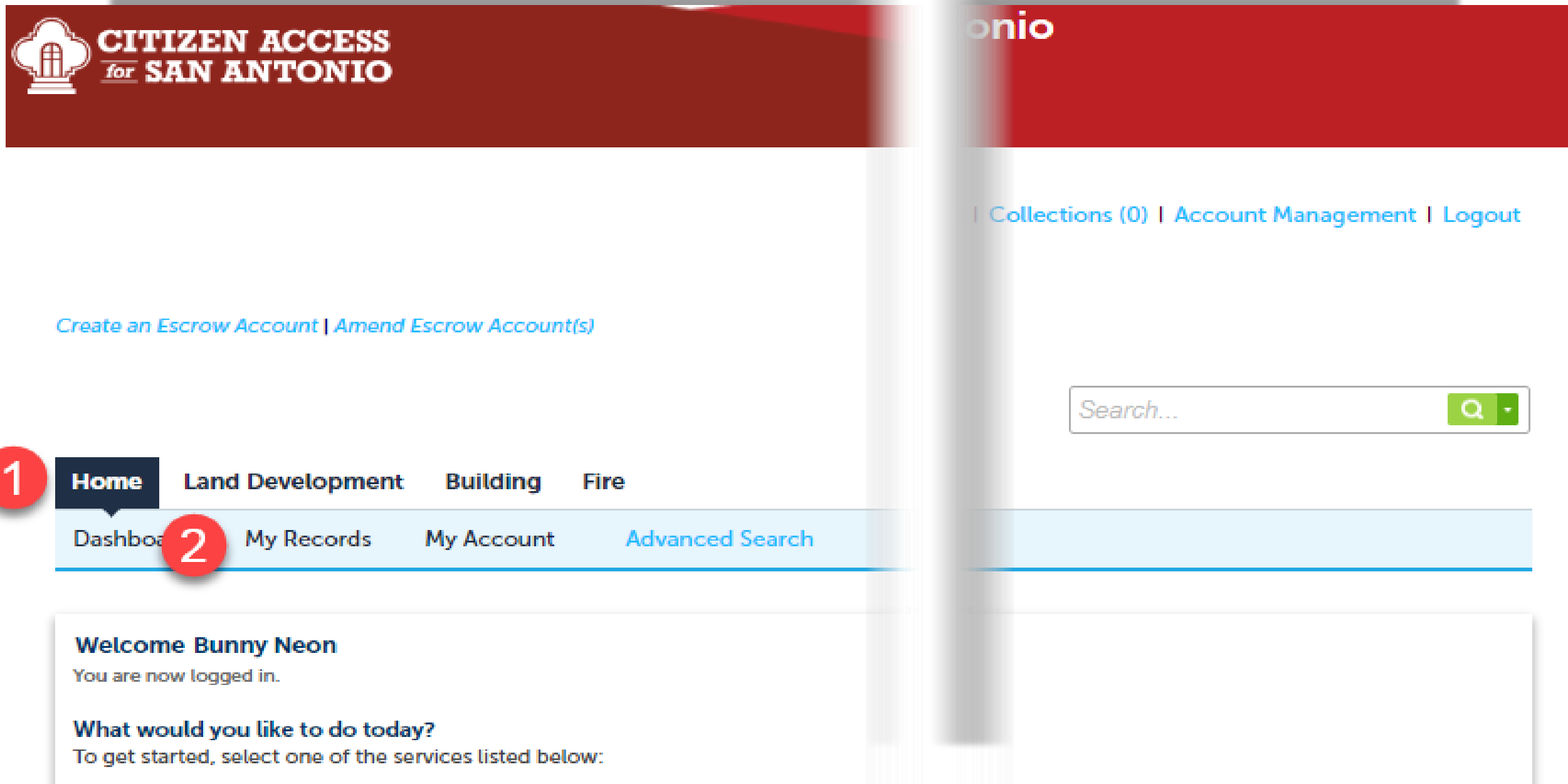
06/2021

2/2/2018

1.Login.

2.Click Home tab (#1).

3.Click My Records tab (#2).



4. Click the arrow to the left of the module 'Building'.

The screenshot displays the BuildSA web application interface. At the top right, there is a header with links: [Announcements](#), [Logged in as: Bunny Neon](#), [Collections \(0\)](#), [Account Management](#), and [Logout](#). Below this, on the left, are links for [Create an Escrow Account](#) and [Amend Escrow Account\(s\)](#). A search bar with the placeholder text "Search..." and a green search icon is located on the right. The main navigation menu consists of two rows of tabs. The first row includes **Home**, [Land Development](#), [Building](#), and [Fire](#). The second row includes [Dashboard](#), **My Records**, [My Account](#), and [Advanced Search](#). Below the navigation menu, there is a list of four blue modules: **Land Development**, **Building**, **Licensing**, and **Fire**. Each module has a yellow arrow pointing to its left. A yellow-bordered box with the text "Dependent on the owner's account, different categories may display." is positioned over the **Building** module and the **Licensing** module.

5. Locate the record number for which you want to request the inspection.

6. Click the blue text link to access the record (#1).

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

Search...

Home Land Development Building Fire

Dashboard **My Records** My Account [Advanced Search](#)

► Land Development

▼ Building

Showing 1-10 of 23 | [Export Results](#) | [Add to collection](#) | [Copy Record](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Created By | Status | Action | Short Notes |
|--------------------------|------------|--|--|-------------|------------------|-----------------|-------------------------|--------|--------|-------------|
| <input type="checkbox"/> | 04/2 | RES-RMB-PMT20-36700278 | Residential Accessory and Additions Permit | | GUI Story Ticket | | Bunny.Goodhop@gmail.com | Active | | |
| <input type="checkbox"/> | 04/28/2020 | RES-RMB-PMT20-36700281 | Residential Accessory and Additions Permit | | GUI 34 | | Bunny.Goodhop@gmail.com | Active | | |
| <input type="checkbox"/> | 04/28/2020 | RES-ADP-PMT20-36900283 | Residential Accessory Dwelling Permit | | GUI Story Ticket | | Bunny.Goodhop@gmail.com | Active | | |

7. The Record

Details page displays

(shown). Click the Record Info drop-down menu arrow (#1).

8. Click Inspections (#2).

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

Home Land Development **Building** Fire

[Search Applications](#) [Create an Application](#)

Record RES-RMB-PMT20-36700278:
Residential Accessory and Additions Permit
Record Status: Active

1 Record Info ▾ Payments ▾ Custom Component

Record Details

Processing Status

Related Records 0

Attachments

2 Inspections

Valuation Calculator

Organization
Bunny Neon
Primary Phone: 210-207-1111
patricia.rosas@sanantonio.gov
Do not receive Email Notifications: No
Mailing
1901 s alamo
san antonio, TX, 78204
United States
Physical

Licensed Professional:
Ferlin Husky
Dove Wings
978
1901 s alamo
san antonio, TX, 78204
United States
City Residential Building Cntr RBC-20-00407

9. The Inspection page displays (shown). Upcoming inspections display (#1).

10. To Request Inspection, click link (#2) or use the Actions drop-down menu and click schedule (#3).

[Home](#) [Land Development](#) **[Building](#)** [Fire](#)

[Search Applications](#) [Create an Application](#)

Record RES-RMB-PMT20-36700278:
Residential Accessory and Additions Permit
Record Status: Active

[Record Info ▼](#) [Payments ▼](#) [Custom Component](#)

Inspections

1 Upcoming (4)

2 [Schedule or Request an Inspection](#)

Click the link above to schedule or request one.
TBD at TBD Pending Building - Final (84557)
Inspector: DSD INSPECTOR4
TBD at TBD Pending Building - Framing (84556)
Inspector: DSD INSPECTOR2
TBD at TBD Pending Building - Frame Beam and Soffit (84555)
Inspector: Nitin Sharma
TBD at TBD Pending Building - Foundation with Letter (84554)
Inspector: unassigned

3 [Actions ▼](#)
[View Details](#)
[Schedule](#)
[Actions ▼](#)
[Actions ▼](#)

Completed

[There are no completed inspections on this record.](#)

The Request an Inspection page displays (shown).

11. Click box to the left of Show Inspections. All inspections display.

Schedule/Request an Inspection

Available Inspection Types (0)

☐ Show Inspections ?

Continue Cancel

Important: Click box to the left of Show Inspections.

Schedule/Request an Inspection

Available Inspection Types (22)

☒ Show Inspections ?

- ☐ Building - Foundation with Letter
- ☐ Building - Foundation
- ☐ Building - Frame Beam and Soffit
- ☐ Building - Frame Tie Down/Wind Bracing
- ☐ Building - Framing
- ☐ Building - Framing with Letter
- ☐ Building - Insulation
- ☐ Building - Insulation with Letter
- ☐ Building - Final

< Prev 1 2 3 Next >

Continue Cancel

Note the number of inspections.

Click the page numbers to move forward and back.

12. Click the button to the left of the inspection you want to schedule (#1). A calendar displays (shown).

13. Click date to select it.

Schedule/Request an Inspection

Available Inspection Types (22)

☒ Show Inspections ?

- ☐ Building - Foundation with Letter
- ☐ Building - Foundation
- ☐ Building - Frame Beam and Soffit
- ☐ Building - Frame Tie Down/Wind Bracing
- 1** ☒ Building - Framing
- ☐ Building - Framing with Letter
- ☐ Building - Insulation
- ☐ Building - Insulation with Letter
- ☐ Building - Final

< Prev 1 2 3 Next >

Continue Cancel

Schedule/Request an Inspection

Inspection type: Building - Framing

To continue, select an appointment date and time range by clicking a link on the calendar below:

| May 2020 | | | | | | | Jun 2020 | | | | | | | Jul 2020 | | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 31 | | | | | | | | | | | | | | | | | | | | | |

< Prev Next >

Continue Back Cancel

14. After a date is selected, the hours of availability display (#1). Click the round button to the left of the preferred time.

15. Click Continue.

Schedule/Request an Inspection

Inspection type: Building - Framing

To continue, select an appointment date and time range by clicking a link on the calendar below:

May 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

« Prev

Jun 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Jul 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Next »

1

☒ 10:00 AM - 12:00 PM

☐ 12:00 PM - 02:00 PM

☐ 03:00 PM - 05:00 PM

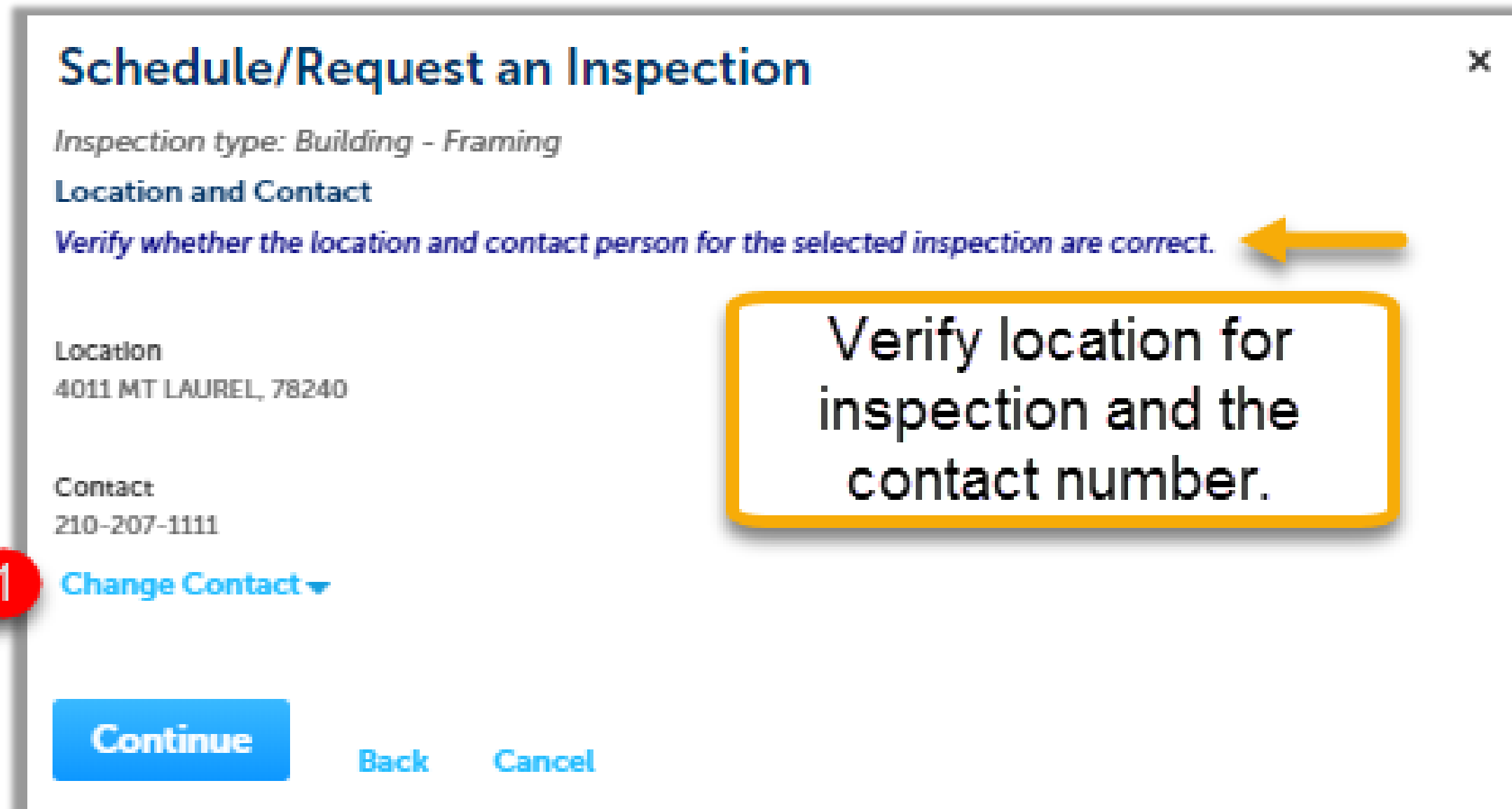
☐ 05:00 PM - 07:00 PM

Continue

Back

Cancel

16. The Location/Contact verification page displays (shown). To change contact information or add notes, click **Change Contact (#1)**.



Schedule/Request an Inspection ✕

Inspection type: Building - Framing

Location and Contact

Verify whether the location and contact person for the selected inspection are correct. ←

Location
4011 MT LAUREL, 78240

Contact
210-207-1111

1 [Change Contact ▼](#)

[Continue](#) [Back](#) [Cancel](#)

Verify location for inspection and the contact number.

17. If necessary, change contact information. Next, click Submit.

Schedule/Request an Inspection

Inspection type: Building

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
4011 MT LAUREL, 78240

Contact
210-207-1111

[Change Contact](#)

☒ Select an existing contact

(210-207-1111)

(210-207-1111)

Ferlin Husky

☐ Specify another person (for this inspection only)

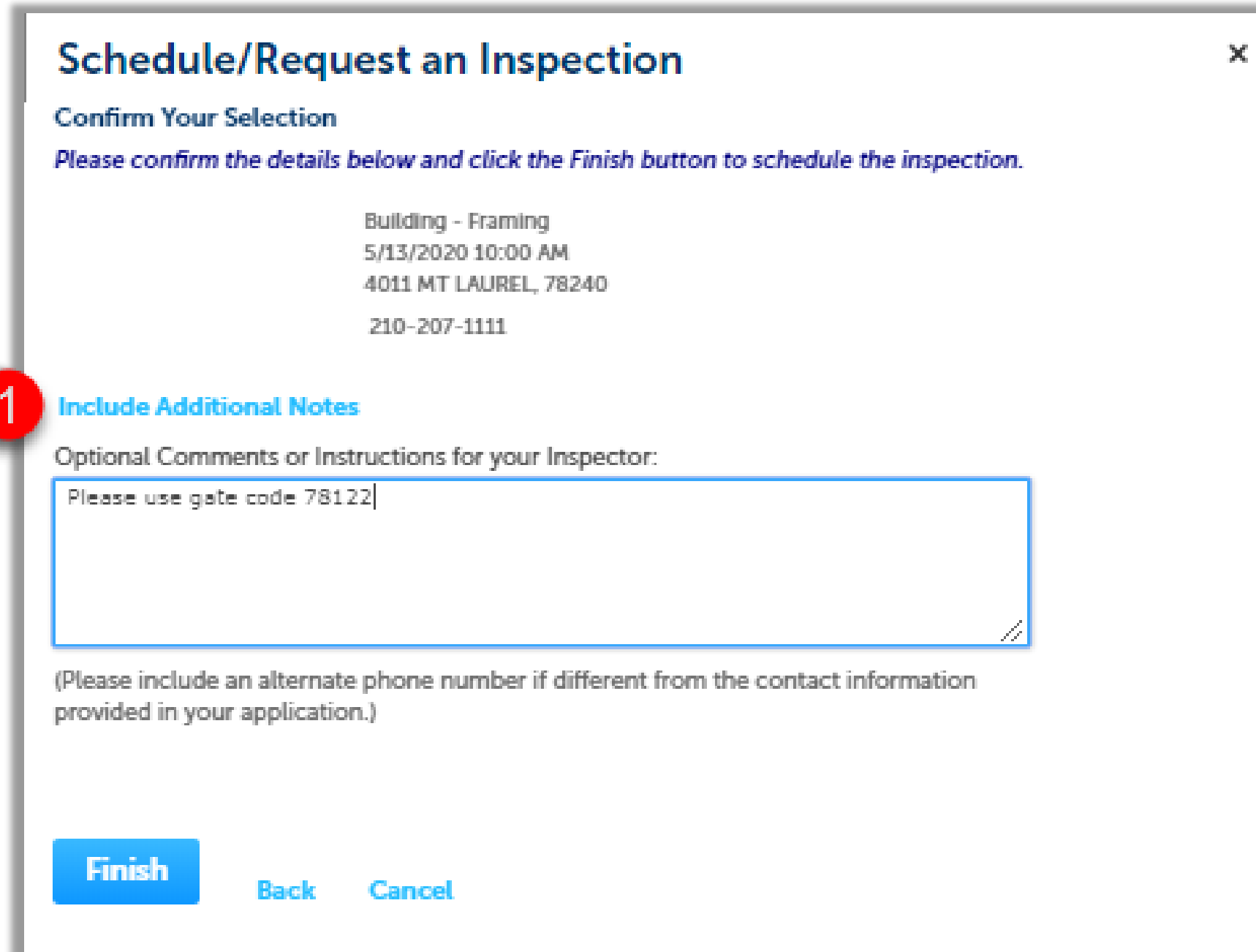
| | | |
|----------------------|----------------------|----------------------|
| *First Name | Middle Name | *Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| *Phone Number | | |
| <input type="text"/> | | |

[Cancel](#)

[Back](#) [Cancel](#)

Displays
current contact.

18.The verification page displays. To add notes for inspector, click Include Additional Notes link (#1). Optional comments or instructions for Inspector box displays. Type comments. Next, click Finish.



Schedule/Request an Inspection ✕

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Building - Framing
5/13/2020 10:00 AM
4011 MT LAUREL, 78240
210-207-1111

1 [Include Additional Notes](#)

Optional Comments or Instructions for your Inspector:

Please use gate code 78122

(Please include an alternate phone number if different from the contact information provided in your application.)

Finish [Back](#) [Cancel](#)

06/2021

19. The inspection request is submitted. To view inspection details, reschedule or cancel, click the Actions drop-down menu arrow (#1).

[Home](#) [Land Development](#) **[Building](#)** [Fire](#)

[Search Applications](#) [Create an Application](#)

Record RES-RMB-PMT20-36700278:
Residential Accessory and Additions Permit
Record Status: Active

[Record Info ▼](#) [Payments ▼](#) [Custom Component](#)

Inspections

Upcoming (5)
[Schedule or Request an Inspection](#)
Click the link above to schedule or request one.

TBD at TBD Pending Building - Final (84557)
Inspector: DSD INSPECTOR4

[Actions ▼](#)

TBD at TBD Pending Building - Framing (84556)
Inspector: DSD INSPECTOR2

[Actions ▼](#)

TBD at TBD Pending Building - Frame Beam and Soffit (84555)
Inspector: Nitin Sharma

[Actions ▼](#)

TBD at TBD Pending Building - Foundation with Letter (84554)
Inspector: unassigned

[Actions ▼](#)

05/13/2020 at 10:00 AM Scheduled Building - Framing (90267)
Inspector: DSD INSPECTOR2

1 [Actions ▼](#)

[View Details](#)
[Reschedule](#)
[Cancel](#)

Completed
There are no completed inspections on this record.

06/2021

20. If Reschedule is selected, a calendar displays-repeat the scheduling process. If Cancel is selected, the Cancel Inspection page displays. Click Cancel Inspection (#1).

Schedule/Request an Inspection

Inspection type: Building - Framing

To continue, select an appointment date and time range by clicking a link on the calendar below:

May 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

« Prev

Jun 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |

Next »

Jul 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

10:00 AM - 12:00 PM

12:00 PM - 02:00 PM

03:00 PM - 05:00 PM

05:00 PM - 07:00 PM

Continue

Cancel

Cancel Inspection

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection.

Building - Framing
5/13/2020 10:00 AM
4011 MT LAUREL, 78240
2102071111

Click Cancel Inspection to cancel.

1

Cancel Inspection

Close

Build SA

06/2021

21. The Inspections page displays upcoming (#1), requested (#2) and/or cancelled inspections (#3).

Home Land Development **Building** Fire

Search Applications Create an Application

Record RES-RMB-PMT20-36700278:
Residential Accessory and Additions Permit
Record Status: Active

Record Info Payments Custom Component

Inspections

Upcoming (4)
[Schedule or Request an Inspection](#)
Click the link above to schedule or request one.

| | | |
|---|--|---------------------------|
| 1 | TBD at TBD Pending Building - Frame Beam and Soffit (84555) Inspector: Nihin Sharma | Actions ▼ |
| 2 | TBD at TBD Pending Building - Foundation with Letter (84554) Inspector: unassigned | Actions ▼ |
| 3 | 05/12/2020 at 10:00 AM Scheduled Building - Final (84557) Inspector: DSD INSPECTOR4 | Actions ▼ |
| | 05/13/2020 at 10:00 AM Scheduled Building - Framing (84556) Inspector: Nihin Sharma | Actions ▼ |

Completed (1)
Cancelled - 1

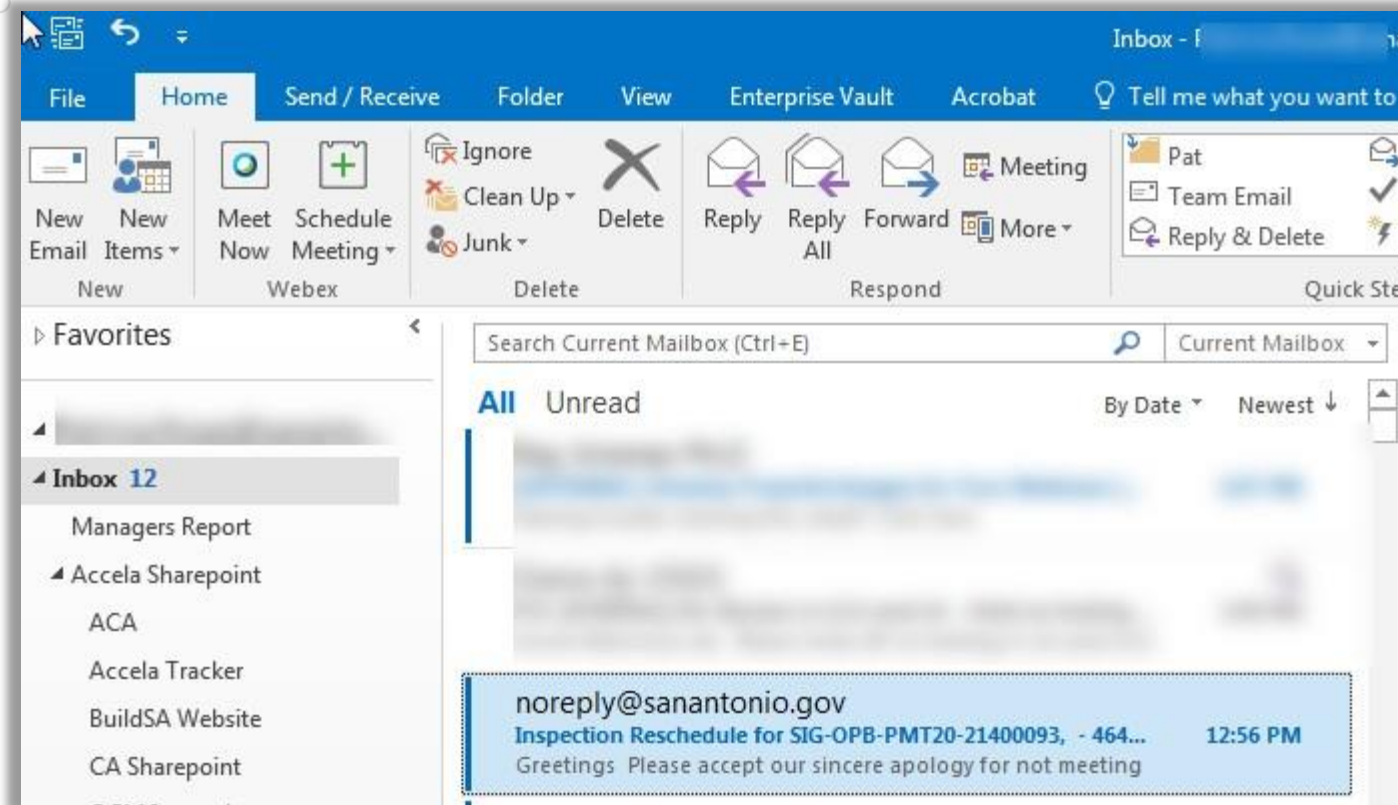
Cancelled Building - Framing (90267)
Cancelled by: Bunny Neon on 05/01/2020 at 12:38 PM

[View Details](#)

Inspections page displays requested inspections, cancelled and upcoming inspections.

06/2021

22. After inspection is requested, a confirmation email is generated to the account owner's email address.



This is an acknowledgement that Building - Framing for Residential Accessory and Additions Permit RES-RMB-PMT20-36700278 is scheduled for the 5/13/2020.

For your convenience, you may schedule, reschedule or cancel your inspection online [Customer Portal](#).

A reinspection fee may be assessed should one of the following occur:

- Lack of access to inspection location or site
- Not ready for inspection
- Failed inspections
- Same day cancellation

Thank you for your business.

Sincerely,

The City of San Antonio

Partnering with our community to build and maintain a safer San Antonio.

Please take a moment and tell us how we are doing by taking our [survey](#).

***For help scheduling inspections, please contact Development
Services Department Call Center, 210-207-1111, M-F, 7:45am to
4:30pm.***